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Montana

Equal Employment Opportunity and Affirmative Action Program

Report to the Governor

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THE 1990-1991 MONTANA EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAM REPORT TO THE GOVERNOR WAS PREPARED BY THE STAFF OF THE STATE PERSONNEL DIVISION, DEPARTMENT OF ADMINISTRATION

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MONTANA EQUAL EMPLOYMENT OPPORTUNITY
AND AFFIRMATIVE ACTION PROGRAM
REPORT TO THE GOVERNOR

FOCUS FOR THE FUTURE

Executive Order 27-81 commits the executive branch of state government to an Equal Employment Opportunity Program. The major program objective is to "eliminate discrimination in personnel salaries and procedures, job structuring and classification, hiring, firing, promoting and training."

Equal Employment Opportunity and Affirmative Action are not words that belong in history. They belong to the present. The State of Montana is working diligently to create an awareness of the problems faced by all employees in the employment arena, but most especially those faced by the historically disadvantaged groups. Through improving our recruitment and selection procedures, all applicants will find it easier to apply for state jobs. Through our education and training, state managers will be able to prevent discrimination problems from arising and will provide better work environments for all state employees. Through the Governor's Committee on Employment of People with Disabilities, we hope to see an increase in qualified disabled applicants which in turn can affect the Montana economy. Through all our efforts, state government employees will be able to find this a better place to work.

The Department of Administration is charged with implementing and maintaining the state's Equal Employment Opportunity program. One tool used to monitor our employment practices is the Affirmative Action Program. Affirmative Action (AA) Plans are a detailed planning process completed by each state agency every two years with the assistance of the State EEO program.

To support the equal employment opportunity and affirmative action efforts of state agencies, the Department of Administration provides the following assistance and programs:

1. Training classes and materials on recruitment, selection, job interviews, workforce diversity, sexual harassment and disability awareness.

2. Statistical analysis and reports of application and hiring for state jobs.

3. Assistance in identifying and remedying potentially discriminatory practices in state agencies.

4. Assistance in investigating and responding to complaints of discrimination, harassment and other unfair treatment.

5. Assistance in planning, developing and implementing recruitment and selection policies and practices.

6. Review of personnel policies of state agencies to insure equal treatment and opportunity.

7. Assistance to state hiring authorities in attracting applicants from all groups in Montana through recruitment source listings and job fairs.

The 1990's present new challenges for equal opportunity employers in Montana and throughout the country. Those challenges include: the national trend toward hiring and retaining the older worker, including upward mobility for mature women; new civil rights legislation and the

continuing problem of illegal harassment in the workplace; education and technical training for those employees already on the job; the increase of women in the workforce and expanding dependent care concerns.

Employers are becoming more and more dependent upon women, minorities and people with disabilities to fill key positions in their organizations. EEO programs must work to retain these workers and increase the numbers of women, minorities and the disabled who apply for professional positions. The state can expand recruitment sources by adding universities, community colleges and vocational-technical schools to outreach programs. Agencies should recruit from these areas as well as from known placement areas (Job Services and local newspapers).

The Americans with Disabilities Act (ADA) is the most historic piece of employment legislation passed by the U.S. Congress in recent years. This civil rights bill for the disabled grants Americans with disabilities the same rights the rest of the population received under the Civil Rights Act of 1964. Passage of this federal legislation reenforces the state's on-going commitment to employment of people with disabilities.

Current barriers to women in employment center around not only issues of sex, but also of role definition. Education to make state managers and employees aware of sexual harassment and sexual favoritism in the workplace remains a key component of the equal opportunity program.

More and more women work outside the home, but statistics show they still bear the weight of the majority of childcare and housework. Eldercare demands on employees are also increasing. Women will care for their parents, or their husband's parents or other elderly relatives longer than they will care for their own children. On average, women will care for children for 17 years and their elderly relatives for 18 years. Many women are caught in the crunch of both childcare and eldercare. State managers must be provided with the awareness and the tools to assist employees in balancing work and family demands. Benefits packages which address childcare and eldercare options must be explored. Training must also be provided to prepare women employees to manage their expanding roles.

The challenge for managers and personnel/EEO officers is immense. Managers must recognize that the labor force is changing. Training for managers and employees on valuing diversity and preventing harassment of all kinds is essential to assist employees in facing the stress of the 90's.

AGENCY ACCOMPLISHMENTS

The affirmative action planning process identifies problem areas in employment and proposes ways to resolve those problems. The State Equal Employment Opportunity Program is proud of the accomplishments of individual agencies in furthering the employment opportunities of all groups. The following summarize EEO/AA progress of the departments for fiscal years 1990 and 1991 and highlight the training, outreach or other activities.

Hiring and promoting of females and minorities in the EEO categories (managers, professional, etc.) represent steps agencies have taken to resolve identified problems in underrepresented job groups. The identification of "underrepresented job groups" is a three step process. The first step is to review a department's workforce which describes employees by race and sex. The employees are also grouped by classification, occupational (job) group and EEO category. The second step is to estimate the percentage of females or minorities in the labor force who have the qualifications for the classification or job group used in a department. This is done by matching county and state census data job titles to a department's job titles. The third step is

to compare a department's female/minority workforce (representation) to the female/minority labor force (availability). Any difference less than availability is defined as underrepresentation.

DEPARTMENT OF ADMINISTRATION

Managers	Analysis showed the department was underrepresented in this category. The department remedied the problem by hiring 6 females. All officials and administrators job groups are properly represented.
Professionals	Analysis showed the department was underrepresented in this category. The department remedied the problem by hiring 1 female. All professional job groups are properly represented.
Technicians	Analysis showed the department was underrepresented in this category. The department remedied the problem by hiring 1 minority and promoting a minority from the clerical job category.
Clerical	The department hired 1 female into the underrepresented job group and also hired 2 minorities in 2 other job groups.
Skilled Craft	The department hired a minority in the underrepresented job group.

Other Activities:

Department-established career ladder promotions and internal recruitment have increased upward mobility for 8 females, 1 minority and 1 disabled person in data processing. The department was the first to hire an employee with severe disabilities into a permanent job through supported employment. In addition, the department hired 2 employees with disabilities and promoted another. The department currently employs 11 disabled employees.

In cooperation with the Job Service On-The-Job Training program, 4 people received work experience, including 2 people with disabilities. One person was hired in a permanent position.

The department sponsored Windmills, AIDS, and Sexual Harassment Prevention training. Outreach training was conducted by the personnel officer through the Helena Job Service Client Training, Career Training Institute, Helena Vo-Tech and on-campus recruitment at Montana State University, University of Montana, and Eastern Montana College.

DEPARTMENT OF COMMERCE

Managers	Analysis showed the department was underrepresented in this category. The department remedied the problem by hiring or promoting 4 females. One of the employees has a disability, another is a minority. An employee promoted into this category has a disability.
Professionals	The department reached its goal by hiring 5 female auditors. Four more females were hired in other professional positions and a minority male was hired as a program officer in Indian Affairs.
Technicians	Analysis showed the department was underrepresented in this category. The department remedied the problem by hiring 2 minority women.

Other Activities:

The department was successful in restructuring a job for a current employee who became disabled.

COMMISSIONER OF HIGHER EDUCATION & THE BOARD OF REGENTS

The Commissioner's Office hired a minority woman as director for American Indian/Minority Achievement. This person staffs a task force for the project "Tracks," created by the Board of Regents. This group works to increase education and employment opportunities for minorities with emphasis on American Indians. The group works closely with Montana's seven Indian Reservations and the Office of Public Instruction. Grants from the Northwest Area Foundation and State Higher Education Executive Offices make this project feasible. In addition, the Commissioner's Office is expanding the Educational Talent Search Program which helps underprivileged (often minority) students enter and complete post-secondary education. The human resource development officer works in the areas of gender equity.

VOCATIONAL-TECHNICAL CENTERS

The **Billings Center** provided flexible work schedules to accommodate employees. The center hired a female counselor/admissions officer and female registrar; maintained an equal distribution by gender of physical plant maintenance employees, and enrolled five males in non-traditional practical nursing program.

The **Butte Vo-Tech** hired a female assistant director and provided EEO educational opportunities to staff members.

The **Helena Vo-Tech** complied with its AA Plan by providing EEO education for its EEO officers and by distributing the Sexual Harassment Prevention Policy to all staff members. The center has had no vacancies in the underrepresented job group since the Affirmative Action Plan was written. Staff has attended Windmills and EEO, Recruitment and Selection training. EEO in-service for all faculty is tentatively scheduled for fall, 1991.

DEPARTMENT OF CORRECTIONS AND HUMAN SERVICES

Managers	Analysis showed the department was underrepresented in the manager category. The department remedied part of the problem by hiring 2 women in this category, the positions are the deputy director and an administrator.
Professionals	The department hired 2 females into the underrepresented job groups. In a job group that has traditionally been male, the department continues to focus on hiring more females and currently has 12 females in the job group.

Other Activities:

In the past 6 months, the department hired 2 employees with disabilities.

EASTMONT HUMAN SERVICES CENTER

To ensure continued compliance with the center's EEO Policy Statement, the EEO officer monitors all interviews, application screening and selection process. The center sends all vacancy announcements to the Miles City Vocational Rehabilitative Services and uses other recruitment sources provided by the state EEO program.

MONTANA CENTER FOR THE AGED

The center provided Windmills training for all supervisors. Posters in support of hiring people with disabilities have been placed throughout the facility. Posters describing EEO practices are in the staff dining room and personnel offices. The center is following the Guidelines for Preparing a Vacancy Announcement.

MONTANA DEVELOPMENT CENTER

Professionals Analysis showed the department was underrepresented in the professional category. The center continues to recruit for qualified minorities in the underrepresented job groups. Efforts have resulted in a larger percentage of minority applicants.

Maintenance The center hired 1 female into the underrepresented job group and continues to recruit regionally for these positions. Also, a woman was hired as an intermittent custodial worker, which will provide an opportunity for a full-time position as openings occur.

Other Activities:

Four people with disabilities were hired in calendar year 1990. The center is continuing its effort to attracted qualified people with disabilities.

MONTANA STATE HOSPITAL

Professionals Analysis showed the department was underrepresented in this category. The department remedied part of the problem by hiring 1 female in the underrepresented job group.

Maintenance The hospital has transferred 2 females into the underrepresented job group and hired 2 minorities in this category.

Other Activities:

The hospital implemented an EEO training program. The program is mandatory for all employees and, to date, approximately half the employees have attended. The other employees will be trained in calendar year 1991.

MONTANA STATE PRISON

Professionals Analysis showed the department was underrepresented in this category. The department remedied part of the problem by hiring nine females in this category.

Protective Service Analysis showed the department was underrepresented in this category. The goal was to hire 10 females in this category. Six women were hired.

Other Activities:

The prison hired 4 people with disabilities. One employee is hearing impaired and will soon be the first person in the state to receive a hearing dog. This dog will come to the work site with the employee and the prison has provided training for the staff on how to deal with the dog. A Telephone Device for the Deaf (TDD) was also installed for this employee.

The prison provided ongoing training, participating in the Barrier Awareness Week, Supported Employment Task Force and other activities sponsored by the Governor's Committee on Employment of People with Disabilities.

Training was provided to employees and supervisors on Discrimination and Sexual Harassment Prevention and Interviewing Skills.

MONTANA VETERAN'S HOME

Three minority employees and two employees over the age of 50 were hired.

Staff attended the outreach training conducted by state EEO Program and Job Service. This helped the Montana Veteran's Home to more efficiently recruit minorities. The home continues to refine the selection criteria and selection process to ensure a job-related process.

SWAN RIVER FOREST CAMP

The camp filled one position first by a minority and then by a female.

Staff attended the Recruitment Outreach sponsored by Job Service and the EEO Program and has expanded recruitment efforts.

DEPARTMENT OF FAMILY SERVICES

Professionals Analysis showed the department was underrepresented in this category. The department remedied the problem by hiring 5 minorities into underrepresented job groups. All job groups in this category are now properly represented with females.

DEPARTMENT OF FISH, WILDLIFE AND PARKS

Professionals Analysis showed the department was underrepresented in this category. The department remedied part of the problem by hiring seven females into underrepresented job groups. These include 2 women in game warden positions and a women in the graphic design position for the **Montana Outdoors**, Conservation Education Division. In addition, 4 females were promoted into professional positions and 1 women was promoted into a higher grade with the professional category.

Other Activities:

The department interviewed 2 women employees for administrator positions in the managers category. This is the first time the department interviewed females employees for these positions.

The department revised its job vacancy announcement materials to follow recruitment guidelines issued by the state EEO program.

The department started cost-free advertising in an out-of-state publication on resource-related job openings which hopefully will increase female and minority applicants. The department subscribed to the magazine **Women in Natural Resources** and routes it to staff including the Inter-Coordinating Committee for Women.

A Preventing Harassment and Discrimination workshop was conducted for managers and the training is scheduled for all employees this fall.

The department is implementing an extensive self-evaluation and transition plan. The plan details what the department will do to make its programs and facilities accessible to people with disabilities. The goal is to provide a variety of opportunities throughout Montana for people with disabilities in an integrated setting. Six hundred sites managed by the department are being surveyed. As facilities are upgraded or developed, they have been or will be considered for accessibility development. Portions of FY 1992-93 capital budget project funds are designated for accessibility improvements. Disability awareness training sessions have been conducted for management staff. The purpose is to help eliminate negative attitudes, prejudices and biases, and to help promote the involvement and commitment of all staff. The commitment to provide accessible programs and facilities is called "Crossing the Barriers."

DEPARTMENT OF HEALTH AND ENVIRONMENTAL SCIENCES

Managers	Analysis showed the department was underrepresented in this category. The department remedied part of the problem by hiring 2 females into an underrepresented job group.
Professionals	The department hired 1 female into an underrepresented job group.

DEPARTMENT OF JUSTICE

Managers	Analysis showed the department was underrepresented in this category. The department remedied part the problem by hiring 1 female in this category.
Professionals	The department hired 2 females and promoted another in this category and has reached its goal.
Protective Service	Analysis showed the department was underrepresented in this category. In the Cadet/Officer Job Group of Highway Patrol Division, 20% of this year's class are female and 10% are minority. The department met the goal it set.

Other Activities:

The department hired 3 people with disabilities and promoted 1 employee with a disability. Other measures taken by the department include sponsoring a workshop focused on applications, supplements and the interview process, in an effort to enhance job application skills for women and minorities. In addition, the Montana Law Enforcement Academy established a Women's Advisory Panel composed of women in law enforcement positions. The panel advises the academy about issues facing women in nontraditional jobs such as law enforcement. The academy and the Montana Highway Patrol conduct Discrimination Prevention training in the Basic Training Program. Recruitment efforts by the Highway Patrol Division include visits to reservations and schools to encourage minorities to apply. The department participated in Barrier Awareness Week.

The department has been actively involved in placing women, minorities and people with disabilities in work experience positions through the Job Training Partnership Act. Nine people received work experience with the department.

DEPARTMENT OF LIVESTOCK

Technicians Analysis showed the department was underrepresented in this category. The department remedied the problem by hiring a minority in the position of brand inspector supervisor.

Clerical The department hired a person with a disability.

DEPARTMENT OF MILITARY AFFAIRS

Technicians Analysis showed the department was underrepresented in this category. The department remedied the problem by hiring 1 female into the underrepresented job group. All job groups are properly represented.

Other Activities:

The department hired 1 person with a disability and is continuing its efforts to employ females and minorities in protective service jobs. Position announcements are sent to recruitment sources for women, minorities and disability organizations.

Significant progress was made in the area of EEO training. The state EEO coordinator and the department's federal EEO manager scheduled and conducted Sexual Harassment Prevention training for all department employees (federal and state). This program is on-going and makeup training is scheduled for 1991. Also scheduled are post-training sessions for managers to discuss ways to prevent and enforce Sexual Harassment Prevention policies.

The department established a Human Resources Council.

MONTANA STATE LIBRARY

No analysis reported.

The library continues to recruit with Job Service and local Native American placement organizations. Windmills training was provided for all employees who had not previously received the training. The library will continue to provide this training on a regular basis.

OFFICE OF PUBLIC INSTRUCTION

No analysis reported.

The office continues to announce all positions through a wide variety of organizations which includes state government, Job Service, universities, women's and minority organizations.

The office is providing structured training on sexual harassment issues for all employees and has been using its computer network to disseminate information on sexual harassment for all employees. In addition, the personnel office distributed the Human Rights Commission brochure on sexual harassment to all supervisors.

The office also continues working within education to eliminate discrimination. The equity staff regularly provides training and technical assistance in race, gender, and cultural awareness to local school districts.

DEPARTMENT OF REVENUE

Managers	Analysis showed the department was underrepresented in this category. The department remedied part of the problem by hiring 1 female into an underrepresented job group.
Professionals	Analysis showed the department was underrepresented in this category. The department remedied the problem by hiring 10 females and 5 people with disabilities in this category. The hiring in this category met the goal for the AA Plan.
Technicians	The department hired 1 minority into an underrepresented job group.

Other Activities:

Outreach sessions were conducted at Montana State University, Eastern Montana College, and the University of Montana to attract qualified applicants. The department participated in the Supported Employment Task Force and the personnel officer presented information on how to apply for state jobs at the Disabled Employment Conference. The department sent a disabled employee to the conference.

The department informed all new employees of the Sexual Harassment Policy during New Employee Orientation sessions.

The department participated in the Rocky Mountain Youth Development Program, Job Training Partnership Program, and Older Worker Program. As a result, minorities, females and one disabled person received valuable work experience. One individual was placed in a permanent position.

A female law school student was hired as an intern for the summer of 1990.

The department's personnel and training office presented a series of Brown Bag Video Luncheons, featuring several EEO/AA and Disability Awareness films. The **Translator**, the department's newsletter, featured a female employee and outlined her career success within the department.

DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES

Managers	Analysis showed the department was underrepresented in this category. The department remedied the problem by hiring/promoting 2 females in this category.
Professionals	The department exceeded its goal of hiring 2 females into rehabilitation counselor positions by hiring nine females. Another significant goal was met with the promotion or transfer of two minority employees into this category and 1 minority was hired.
Technicians	Analysis showed the department was underrepresented in this category. The department remedied the problem by promoting 2 minorities in this category.
Para Professionals	The department promoted 1 minority in this category.
Clerical	The department hired a minority into an underrepresented job group.

Other Activities:

Additionally, eight minorities were promoted, transferred or hired last year and five persons with disabilities were hired for agency positions. The department actively participated in Barrier Awareness Week and Disability Employment Awareness Month. A hand lift elevator was installed at a district office.

The department established a Pluralism Council to bring diversity awareness to employees. The council membership includes a representative from each of the 7 divisions. All interested employees are encouraged to attend meetings. The council and the state EEO program provided information on workforce diversity at the annual Public Welfare Conference and conducted 2 Valuing Diversity sessions for its employees.

A Recruitment and Selection Policy and a Procedures Manual were developed.

The department's personnel service office developed a two-day seminar entitled "Supervision on the Frontline." It has been presented in Helena, Billings, Great Falls, and Missoula. Non-supervisory employees are also encouraged to attend. The department's EEO/AA and Sexual Harassment Prevention policies/procedures are covered extensively.

The chief personnel officer was designated the Section 504 coordinator to ensure compliance with Section 504 of the Rehabilitation Act of 1973. The EEO/personnel officer serves as an alternate. In addition, each division designated a coordinator and an alternate. The roles have been expanded to include all protected groups covered by the Civil Rights Act, Americans with Disabilities Act, and the Montana Human Rights Act. Duties of the coordinators/alternates include receiving and investigating complaints under the direction of the chief personnel officer, and developing corrective action recommendations.

Copies of the fact sheet "Your Rights as an Individual with Handicaps under Section 504" were distributed to each division and satellite offices throughout the state for public posting.

The discrimination complaint form and procedures were updated to ensure an avenue for employees to file complaints of discriminatory employment practices.

A separate discrimination complaint form and set of procedures were developed and implemented to allow individuals who are **not** employees to file complaints of discriminatory practices in employment, benefits, and/or services provided by the department. Copies were distributed to all service providers for posting as public/consumer information.

The Department's Sexual Harassment, Affirmative Action and EEO policy statements were also updated and distributed.

DEPARTMENT OF STATE LANDS

Managers	Analysis showed the department was underrepresented in this category. The department remedied part of the problem by hiring 1 female into the underrepresented job group.
Professionals	Analysis showed the department was underrepresented in this category. The department remedied the problem by hiring 11 females into underrepresented job groups in this category.
Clerical	The department hired 2 minority employees and one person with a disability.

Other Activities:

The department has hired six females in areas designated underrepresented in its AA Plan. The department hired 18 females for the 1990 fire season. The department also hired minorities for seasonal fire positions. The department hopes these employees will provide a pool of qualified applicants for technical and professional position openings in the future.

The department has conducted 3 Windmills sessions for employees. These sessions were well received with positive feedback from the employees.

DEPARTMENT OF TRANSPORTATION

Professionals	The department continues to remain at parity for females in this category.
Skilled Craft	Intense female recruitment efforts for skilled craft workers are beginning to pay off as female employment has increased during the past year.

Other Activities:

The department employed its first female section person last fall.

More than 25 two-hour training sessions were completed for all department employees. Topics were Age Discrimination and Disability Awareness. The Disability Awareness portion utilized the "Pick a Disability" module of Windmills. The department installed electronic doors for people with disabilities at both entrances in Helena.

STATE OF MONTANA
EMPLOYMENT STATISTICS

TABLE 1

NUMBER OF PERMANENT EMPLOYEES
BY JOB CATEGORY
AS OF JUNE 30, 1991

EEO Category	Total Number 91	Female 91	Minorities 91	Disabled 91
Administrators & Officials	814	210	18	24
Professionals	3,324	1,402	101	123
Technicians	2,001	1,145	64	56
Protective Services	640	72	15	8
Para Professional	783	476	40	22
Clerical	1,374	1,244	36	24
Skilled Craft	731	31	36	23
Service & Maintenance	465	182	16	13
STATE TOTAL	10,132	4,762	326	293

PERCENTAGE OF PERMANENT EMPLOYEES
BY JOB CATEGORY AND AFFECTED GROUP
COMPARING FY 90 TO FY 91

EEO Category	Total Number 90	Total Number 91	%Female 90	%Female 91	%Minorities 90	%Minorities 91	%Disabled 90	%Disabled 91
Administrators & Officials	754	814	23.3	25.8	2.9	2.2	3.1	2.9
Professionals	3,197	3,324	41.7	42.2	2.9	3.0	3.7	3.7
Technicians	1,910	2,001	56.3	57.2	3.5	3.2	2.5	2.8
Protective Services	643	640	10.4	11.3	2.3	2.3	1.4	1.3
Para Professional	768	783	64.5	60.8	4.8	5.1	2.9	2.8
Clerical	1,407	1,374	91.7	90.5	2.8	2.6	1.5	1.7
Skilled Craft	734	731	4.6	4.2	4.8	4.9	3.4	3.1
Service & Maintenance	441	465	38.5	39.1	2.9	3.4	2.9	2.8
STATE TOTAL	9,854	10,132	47.1	47.0	3.3	3.2	2.8	2.9

TABLE 2

APPLICATION RATES
THE PERCENT OF TOTAL APPLICANTS
BY JOB CATEGORY AND AFFECTED GROUP

FY 91 (July 1, 1990 - June 30, 1991)*

EEO Category	Men	Women	L.F.**	White	Minorities	Non-Disabled	Disabled
Administrators & Officials							
Number of Applicants	599	221		776	23	798	22
Application Rate	73.0%	27.0%	30.6%	97.1%	2.9%	97.3%	2.7%
Professionals							
Number of Applicants	4,553	2,415		6,472	269	6,686	286
Application Rate	65.3%	34.6%	49.1%	96.0%	4.0%	95.9%	4.1%
Technicians							
Number of Applicants	1,743	2,628		3,999	239	4,184	190
Application Rate	39.8%	60.1%	49.3%	94.4%	5.6%	95.7%	4.3%
Protective Services							
Number of Applicants	581	177		663	74	737	21
Application Rate	76.6%	23.4%	11.3%	90.0%	10.1%	97.2%	2.8%
Para Professional							
Number of Applicants	1,026	1,775		2,609	123	2,744	57
Application Rate	36.6%	63.4%	***	95.5%	4.5%	98.0%	2.0%
Clerical							
Number of Applicants	1,028	4,351		4,956	270	5,221	161
Application Rate	19.1%	80.8%	81.8%	94.8%	5.2%	97.0%	3.0%
Skilled Craft							
Number of Applicants	364	46		354	19	404	7
Application Rate	88.6%	11.2%	5.2%	94.9%	5.1%	98.3%	1.7%
Service & Maintenance							
Number of Applicants	956	270		1,123	77	1,181	46
Application Rate	77.9%	22.0%	***	93.6%	6.4%	96.3%	3.7%
All Categories							
Number of Applicants	10,850	11,883		20,952	1,094	21,955	790
Application Rate	47.7%	52.2%	42.6%	95.0%	5.0%	96.5%	3.5%

* Based on available data. Not all information on applicants and hires for FY 89 was entered into the data base at the time of this report. Some applicants did not fill out forms necessary to acquire this data or left some questions on the form unanswered.

** L.F. - Montana civilian labor force availability of women by category. Labor force figures by category are not available for minorities and the disabled. Overall availability for minorities is 4.8% and approximately 5.0% for the disabled.

*** Montana labor force figures for the Para Professional and Service/Maintenance EEO-4 categories are not available separately. They are combined and the availability figure is 34.6% for women.

TABLE 3

APPLICATION RATES
THE PERCENT OF TOTAL APPLICANTS BY JOB CATEGORY AND AFFECTED GROUP

FY 90 (July 1, 1989 - June 30, 1990)*

EEO Category	Men	Women	L.F.**	White	Minorities	Non-Disabled	Disabled
Administrators & Officials							
Number of Applicants	717	176		808	21	874	19
Application Rate	80.3%	19.7%	30.6%	90.5%	2.4%	97.9%	2.1%
Professionals							
Number of Applicants	5,097	2,577		6,957	240	7,387	296
Application Rate	66.3%	33.5%	49.1%	90.6%	3.1%	96.1%	3.9%
Technicians							
Number of Applicants	2,316	2,023		3,899	189	4,166	174
Application Rate	53.4%	46.6%	49.3%	89.8%	4.4%	96.0%	4.0%
Protective Services							
Number of Applicants	1,460	517		1,791	105	1,946	41
Application Rate	73.8%	26.1%	11.3%	90.5%	5.3%	98.4%	2.1%
Para Professional							
Number of Applicants	824	1,380		1,984	152	1,996	29
Application Rate	37.4%	62.6%	***	90.0%	6.9%	90.5%	1.3%
Clerical							
Number of Applicants	957	4,655		5,061	259	5,485	129
Application Rate	17.0%	82.9%	81.8%	90.1%	4.6%	97.7%	2.3%
Skilled Craft							
Number of Applicants	985	48		876	63	1,002	32
Application Rate	95.3%	4.6%	5.2%	84.7%	6.1%	96.9%	3.1%
Service & Maintenance							
Number of Applicants	735	247		857	63	957	25
Application Rate	74.8%	25.2%	***	87.3%	6.4%	97.5%	2.5%
All Categories							
Number of Applicants	13,091	11,623		22,233	1,092	23,984	745
Application Rate	52.9%	47.0%	42.6%	89.9%	4.4%	97.0%	3.0%

* Based on available data. Not all information on applicants and hires for FY 89 was entered into the data base at the time of this report. Some applicants did not fill out forms necessary to acquire this data or left some questions on the form unanswered.

** L.F. - Montana civilian labor force availability of women by category. Labor force figures by category are not available for minorities and the disabled. Overall availability for minorities is 4.8% and approximately 5.0% for the disabled.

*** Montana labor force figures for the Para Professional and Service/Maintenance EEO-4 categories are not available separately. They are combined and the availability figure is 34.6% for women.

TABLE 4

SELECTION RATES
PERCENT OF APPLICANTS SUCCESSFUL
BY JOB CATEGORY AND AFFECTED GROUP

FY 91 (July 1, 1990 - June 30, 1991)*

EEO Category	Men	Women	White	Minorities	Non-Disabled	Disabled
Administrators & Officials						
Number of Applicants	599	221	776	23	798	19
Number Hired	39	21	58	1	59	1
Selection Rate	6.5%	9.5%	7.5%	4.3%	7.4%	4.5%
Professionals						
Number of Applicants	4,553	2,415	6,472	269	6,686	286
Number Hired	234	195	399	10	420	9
Selection Rate	5.1%	8.1%	6.2%	3.7%	6.3%	3.1%
Technicians						
Number of Applicants	1,743	2,628	3,999	239	4,184	190
Number Hired	157	252	387	13	393	16
Selection Rate	9.0%	9.6%	9.7%	5.4%	9.4%	8.4%
Protective Services						
Number of Applicants	581	177	663	74	737	21
Number Hired	56	10	58	5	65	1
Selection Rate	9.6%	5.6%	8.7%	6.8%	8.8%	4.8%
Para Professional						
Number of Applicants	1,026	1,775	2,609	123	2,744	57
Number Hired	95	190	267	14	283	2
Selection Rate	9.3%	10.7%	10.2%	11.4%	10.3%	3.5%
Clerical						
Number of Applicants	1,028	4,351	4,956	270	5,221	161
Number Hired	69	388	417	20	443	14
Selection Rate	6.7%	8.9%	8.4%	7.4%	8.5%	8.7%
Skilled Craft						
Number of Applicants	364	46	354	19	404	7
Number Hired	94	8	92	3	102	0
Selection Rate	25.8%	17.4%	26.0%	15.8%	25.2%	.0%
Service & Maintenance						
Number of Applicants	956	270	1,123	77	1,181	46
Number Hired	51	54	101	3	104	1
Selection Rate	5.3%	20.0%	9.0%	3.9%	8.8%	2.2%
All Categories						
Number of Applicants	10,850	11,883	20,952	1,094	21,955	790
Number Hired	795	1,118	1,779	69	1,869	44
Selection Rate	7.3%	9.4%	8.5%	6.3%	8.5%	5.6%

* Based on available data. Not all information on applicants and hires for FY 89 was entered into the data base at the time of this report. Some applicants did not fill out forms necessary to acquire this data or left some questions on the form unanswered.

TABLE 5

SELECTION RATES
PERCENT OF APPLICANTS SUCCESSFUL
BY JOB CATEGORY AND AFFECTED GROUP

FY 90 (July 1, 1989 - June 30, 1990)*

EEO Category	Men	Women	White	Minorities	Non-Disabled	Disabled
Administrators & Officials						
Number of Applicants	717	176	808	21	874	19
Number Hired	47	18	58	2	65	0
Selection Rate	6.6%	10.2%	7.2%	9.5%	7.4%	0.0%
Professionals						
Number of Applicants	5,097	2,577	6,957	240	7,387	296
Number Hired	267	189	412	5	443	14
Selection Rate	5.2%	7.3%	5.9%	2.1%	6.0%	4.7%
Technicians						
Number of Applicants	2,316	2,023	3,899	189	4,166	174
Number Hired	250	224	418	22	469	5
Selection Rate	10.8%	11.1%	10.7%	11.6%	11.3%	2.9%
Protective Services						
Number of Applicants	1,460	517	1,791	105	1,946	41
Number Hired	31	27	55	1	55	3
Selection Rate	2.1%	5.2%	3.1%	1.0%	2.8%	7.3%
Para Professional						
Number of Applicants	824	1,380	1,984	152	1,996	29
Number Hired	117	201	287	23	311	7
Selection Rate	14.2%	14.6%	14.5%	15.1%	15.6%	24.1%
Clerical						
Number of Applicants	957	4,655	5,061	259	5,485	129
Number Hired	59	370	393	15	420	9
Selection Rate	6.2%	7.9%	7.8%	5.8%	7.7%	7.0%
Skilled Craft						
Number of Applicants	985	48	876	63	1,002	32
Number Hired	230	14	212	12	240	5
Selection Rate	23.4%	29.2%	24.2%	19.0%	24.0%	15.6%
Service & Maintenance						
Number of Applicants	735	247	857	63	957	25
Number Hired	68	50	99	6	116	2
Selection Rate	9.3%	20.2%	11.6%	9.5%	12.1%	8.0%
All Categories						
Number of Applicants	13,091	11,623	22,233	1092	23,984	745
Number Hired	1,069	1,093	1,934	86	2,119	45
Selection Rate	8.2%	9.4%	8.7%	7.9%	8.8%	6.0%

* Based on available data. Not all information on applicants and hires for FY 89 was entered into the data base at the time of this report. Some applicants did not fill out forms necessary to acquire this data or left some questions on the form unanswered.